

# D.P. TODD SECONDARY SCHOOL STUDENT HANDBOOK

## MISSION STATEMENT

*We will provide a safe environment which will promote the intellectual, cultural, physical and social development of all D.P. Todd students.*

*We would like our students to become productive, responsible and adaptable members of our ever changing society.*

4444 Hill Avenue, Prince George, BC V2M 5V9

Telephone: (250) 562-9525 Fax: (250) 564-4875

Website: <http://www.dpts.sd57.bc.ca>

Bell Schedule (Mon/Tues/Thur/Fri)	
Block	Time
A	8:45 - 10:05 am
B	10:11 - 11:30 am
Lunch Break	11:30 - 12:20 pm
C	12:20 - 1:39 pm
D	1:44 - 3:03 pm

Wednesday Bell Schedule	
Block	Time
A	8:45 - 9:50 am
B	9:56 - 11:00 am
Lunch Break	11:00 - 11:50 am
C	11:50 - 12:54 pm
D	12:59 - 2:03 pm
Teacher/Student Learning	2:08 - 3:08 pm



Welcome to D.P. Todd Secondary School. We hope your time at DP Todd will be memorable. This handbook contains expectations that you must observe and some suggestions that will be helpful to you. Please read this handbook carefully. If you need assistance or information do not hesitate to ask your teacher, your counselor or an administrator. We are all here to help!

## GENERAL INFORMATION

### **Block Rotation**

Every day is the same block rotation . . . A, B, C & D. We will continue this year with the Teacher and Student Learning block on Wednesdays so the time schedule is a little different on that day but the block rotation is the same; A, B, C & D. Bell Schedules are available for pick up at the office and are posted on the DP Todd website [www.dpts.sd57.bc.ca](http://www.dpts.sd57.bc.ca)

### **Scent Sensitive School**

Due to an increasing sensitivity of allergies and respiratory concerns with staff and students, D.P. Todd is asking that staff, students, and visitors focus on being “scent sensitive.” Scent sensitive involves:

- Using scent free personal care products
- Not applying scented fragrances in the school (i.e. at lockers or in change rooms) or prior to arriving at school
- Being considerate of those around you who may be sensitive to the effect of scented products

### **Lunch**

Lunch is 50 minutes long. There is a concession in the front foyer and there are tables set up in designated areas to have your lunch.

### **Announcements**

Announcements are read over the P.A. each morning at the beginning of the first period. These messages must be submitted to the office no later than 8:35 the same morning.

### **Lockers**

Lockers are the property of the school and the administration reserves the right to inspect the locker of any student at any time. All students will be assigned lockers and locks. It is the student’s responsibility to maintain the locker in good condition and combinations should be kept private. The school cannot assume responsibility for items that go missing from a locker. **Students are not to change lockers without permission from the office.**

### **Lost and Found**

The lost and found is located just outside the main office. Check with office staff if you have lost property in case it has been handed in.

## **Parking**

Students parking on school property are subject to school supervision and regulations at all times. Those students who drive to school must park in the Anderson Street parking lot only. Vehicles are not permitted to park in the fire lane. Illegally parked cars will be towed. The parking lot speed limit is 10 km/h! Violators will have parking lot privileges suspended.

**Parking Passes:** Students who regularly drive to school need to register with the office and display a current parking pass.

## **Fire Alarms**

Fire drills occur throughout the school year. All students should be prepared to follow the directions of the classroom teacher(s) and/or administration and exit the building.

## **Emergency Preparedness**

**Lockdown** - used in response to dangerous assailant WITHIN the school.

Staff will:

Take control of any student in their vicinity

Close and secure interior doors

Turn off lights, instruct students to get out of sight and be quiet

Direct all cell phones silenced and placed face down on floor by the student

Cease all normal activities in the school

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

**Hold and Secure** – used if there is a security concern in the neighborhood.

Staff will:

Bring everyone into the school and remain in the school

Secure exterior doors

Close windows and blinds to keep students on task and limit distractions from outside events

No one may enter or exit the school

Typically normal activities continue WITHIN the school

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

**Shelter in Place** – used if an environmental hazard is in the vicinity of school (including wildfire).

Staff will:

Bring everyone into the school and remain in the school

Close windows and blinds to keep students on task and limit distractions from the outside events

All ventilation systems are turned off (if an airborne hazard)

All exterior doors are secured except one in which the Principal or designate will monitor access to the school

Typically normal activities continue WITHIN the school

Parent/Guardian: For updated information on the situation refer to the School's Website and the School District Website.

## **Planned Absence Form**

In cases where an absence is known ahead of time, students are to complete a "Planned Absence Form" which informs the teachers and the office of the absence. Forms are available in the school office.

## **Telephones**

There is a student telephone available in the office. The use of cellular devices for incoming/outgoing calls or messaging during class time is not permitted.

## **School Materials**

Each student is responsible for payment for appropriate school materials. Information will be sent home in the September newsletter.

## **Newsletter**

A school newsletter is published once every two months. It can be mailed or e-mailed to your home or accessed from our school website [www.dpts.sd57.bc.ca](http://www.dpts.sd57.bc.ca).

## **School Photographer**

A photographer will be at the school in the early fall to take color photos of all D.P. Todd students and staff. Students may purchase a package if they wish. All students are photographed free of charge and will receive a color student I.D. card.

## **Textbooks**

Textbooks are loaned to students free of charge. However, students will be charged full price for replacement of books lost, damaged, or defaced. Do not lend your textbooks to another student.

## **Homeroom**

Distribution of report cards and other administrative tasks are carried out through “Homeroom” (Block A teacher Semester 1 & 2). Your homeroom teacher may also be one you can use as a resource to help with any questions you may have regarding school life at D.P. Todd.

## **Visitors**

All visitors and non-students must report to the office upon their arrival at D.P. Todd and prior to proceeding to other parts of the school.

## **Sign-Out From School**

Should a student have to leave during instructional time or at any time prior to the end of the school day for medical or other appointments/reasons, the student must sign out from the office with a note or phone call from a parent.

# **ACADEMIC GUIDELINES/POLICIES**

## **Reporting Procedures**

Report Cards are issued twice each semester. The first report is sent home half way through the semester; the second report is sent home at the end of the semester. Letter grades and percentages are used to measure achievement.

Letter Grades provide a general assessment of the quality of the student’s achievement.

A	Excellent: 86 – 100%
B	Very Good: 73 – 85%
C+	Good: 67 – 72%
C	Satisfactory: 60 – 66%
C-	Fair: 50 – 59%
I	In Progress or Incomplete
F	Fail: No credit issued

Interim Reports/Action Plans may be sent home by the subject teacher at any time. If an “I” has been assigned, students are required to meet the expectations as outlined on the Action Plan in order to pass the course. An “F” in any course will always be preceded by an “I”.

## Work Habits

The Work Habit designation is determined by the following criteria:

<b>E</b>	<b>Excellent</b>	<ul style="list-style-type: none"><li>● no unexcused lates</li><li>● no unexcused absences</li><li>● exceeds teacher's expectations for assigned work</li><li>● always attentive and cooperative</li><li>● always exhibits a positive attitude</li><li>● always comes prepared with supplies and equipment for class</li><li>● actively participates in all classroom activities</li></ul>
<b>G</b>	<b>Good</b>	} Individual Teacher / Department Decisions Based on Effort and Attitude
<b>S</b>	<b>Attitude</b>	
<b>N</b>	<b>Needs Improvement</b>	} These designations are to be assigned when a student does not meet teacher expectations in the following areas: <ul style="list-style-type: none"><li>● lates</li><li>● absences</li><li>● participation</li><li>● attitude</li><li>● effort</li><li>● preparedness for class</li></ul>

## Parent/Teacher Night

Following the first interim of each semester (or as announced by the school), an evening for parents and student to meet with staff is scheduled. These dates will be published in the school newsletter and on the school sign.

## Academic Recognition

Students are recognized for their achievement at mid-semester reporting and at the end of each semester. The Principal's List, the Honour Roll, and the Excellence in Personal Achievement lists will be posted in the foyer and published in the school newsletter. All *four* categories will be acknowledged on report cards.

1. The four levels recognized are:
  - Principal's List 86% - 100%  
\*Straight A's noted
  - Honour Roll 73% - 85%
  - Honourable Mention 67% - 72%
  - Excellence in Personal Achievement (G's or better work habits in all courses)
2. Criteria:
  - a. The average (percentages are calculated from the percentages achieved in all courses taken).
  - b. A student must be enrolled in at least three courses per semester to qualify. Distance Education and/or Online courses do not count. **Grade 12 students qualify with 2 courses in a semester if they meet the criteria in 2.e .**
  - c. A student must not receive a mark below a C+ in any course calculated for the Principal's List or Honour Roll or a C for the Honourable Mention Stamp.
  - d. A student must not receive an N for work habits in any course
  - e. Grade 12 students taking sufficient courses to graduate in June of their grade 12 year will be eligible for Honourable Mention, Honour Roll, or Principal's List if they are taking six or more courses in the current school year.

## Course Challenge and Equivalency

Specific senior courses may now be challenged for credit. Equivalency credits may also be granted for courses and programs that meet specific requirements. See your counsellor for details.

## Valedictory Ceremony Requirements

Eligibility Criteria for participation in the ceremony are as follows:

1. Students must have the potential to meet Ministry of Education graduation requirements by June of the current school year.
2. Students' progress will be evaluated at the time of their third report card. At that time:  
**Grad Transitions requirements must be complete.**  
**Any D courses required for graduation must be two-thirds complete.**  
At the time of the evaluation, exceptions to the above requirements will be considered by the Principal on a student-by-student basis.
3. Students receiving a "School Leaving Certificate" as a result of successful completion of their I.E.P. are eligible.  
**\*\*\*Note: All Grade 12 students have been told of the changes\*\*\***

## Valedictory Speech Participants

Students must meet the criteria for Valedictory Speech participation in order to be considered for the participation in the speech competition to determine the Valedictory Address.

## REGULATIONS:

1. Students wishing to participate in the Valedictory Speech contest must have sufficient progress at the time of their third report card that they will graduate.
2. Students wishing to participate in the Valedictory Speech contest must have maintained a good discipline record during their final Graduation years (Grades 11 and 12).
3. Students wishing to participate in the Valedictory Speech must have attended D.P. Todd during their Grade 11 and 12 years.
4. All students will have their applications reviewed by the Principal. The final decision for participation in the contest is reserved for the Principal.
5. The final draft of the Valedictory Speech must be approved by the Valedictory sponsor and the Principal.

## Support Programs

D.P. Todd offers a number of support programs for students. These include Transitions 8/9, Alternate Education, Pre-Employment, Learning Assistance, and Special Learning Resources (SLR). See our counsellors for more details.

## Student Recommendations

The privilege of subject recommendations (exemption from writing final examinations) may be offered to students who meet the specified criteria outlined below.

Regulations:

1. All grade 11 and 12 students are required to write final exams in the following courses required for graduation: En11, Comm11, EMa11, Ma11, Bi11, Ch11, Ph11, and SCT11.
2. Students are required to write final exams in all courses with a mandatory provincial exam in grade 10 – 12.
3. In consultation with their departments, teachers may elect to recommend students in courses not listed in points 1- 2. Students should be informed of the criteria for recommendations at the beginning of the course.
  - a. Where it is judged by the teacher to be in the best educational interest of the student to write the final exam, the student will not be recommended.
  - b. Recommended students may write the final exam. If the result of this exam does not improve the student's final grade, the mark will not be used to calculate the final average.

## **School Provincial Exam Policy**

1. All Grade 10 students are required to:
  - i. Write the provincial exam in Science 10, English 10 and Foundations of Math 10 or Apprenticeship and Workplace Math 10.
2. All Grade 11 students are required to:
  - i. Write the provincial exam in Social Studies 11, Civic Studies 11 or BC First Nations 12.
3. All Grade 12 students are required to:
  - i. Write the provincial exam in English 12 or Communications 12

## **Awards**

At the end of each school year D.P. Todd recognizes excellent achievement at the Awards Evening. Awards are presented in the area of academics, athletics and school citizenship.

The major awards include: The Principal's Award, D.P. Todd Award, Rotary Citizenship Award, Lion's Club Academic Leadership Award, and the Art Reed Award.

The academic awards include:

1. Subject Awards
2. Top Student in each grade

The athletic awards are: Top male and female athlete in grade eight, grade nine, Junior, and Senior.

## **SCHOOL SERVICES**

### **Learning Commons (Library)**

The D.P. Todd Learning Commons is open from 8:30 a.m. to 3:40 p.m. for study or work. Students use our fully automated system to access all the resources in our learning commons, the Internet and the CNC, UNBC and Prince George Public libraries. To sign out resources in our learning commons, students must use their student number.

Many helpful websites, which may assist students to access the Internet or complete homework and classroom assignments, are posted on the learning commons website. <http://www.dpts.schdist57.bc.ca/library/libhome.html>

### **Student Internet and Network Access**

All students at D.P. Todd who demonstrate responsible behaviour may use the school computing facilities; access to the school computer facilities may be withdrawn if facilities are used in an inappropriate fashion.

When competing activities for computer facilities exist, course activities shall take precedence over non-classroom activities.

1. Before gaining access to Internet related accounts, students must have a Computer Network Access Form signed by a parent or guardian.
2. Internet, Word Processing and other software will be accessible through network accounts.
3. See the learning commons staff for further information.

### **Counselling Services**

Personal, educational and career counselling is available for all D.P. Todd students.

1. Appointments can be made in the *Counselling Appointments Book* located in the counselling area.
2. Our counsellors work in co-operation with other community agencies (Social Services, Mental Health) and upon a student's or his/her family's request, referrals are made to these agencies.
3. We encourage parents to contact a counsellor to discuss any concern related to their son/daughter.

## **Public Health Nurse**

The Public Health Nurse is available one morning a week at D.P. Todd to help with any medical or personal problem. Appointments can be arranged through your counsellor or at:

Northern Health Authority  
1444 Edmonton St.  
565-7311

There is a medical room located in the counselling area for students who are ill during the day. Students must check in with the office staff before going to the medical room.

## **SCHOOL ACTIVITIES**

### **Curricular Activities**

Curricular activities are those which take place in the school during the school year (eg. assemblies, concerts).

1. All students must attend unless otherwise stipulated by the administration.
2. Students must accompany and sit with their homeroom or class teacher.
3. Students who are truant from the activity may have some of their extra-curricular privileges suspended.

### **Extra-curricular Activities**

Extra-curricular activities are those that are related to school functions, but which usually take place out of school hours (eg. dances).

1. Students may not attend extra-curricular activities on days when they were absent from school unless a valid note from the parent accompanies the student.
2. Student conduct is subject to school rules at all times.
3. Participation by students on a school team is subject to their maintenance of satisfactory academic performance and conduct that is acceptable to the coach and the classroom teachers.

### **Team Membership**

Students who wish to play on teams must demonstrate acceptable academic progress, attend all team practices and functions and be willing to cooperate with teammates and coaches. Students are advised to talk to the appropriate coach or teacher-sponsor for more details.

**Clubs and teams** help to build school spirit and pride. In past years a variety of clubs have been organized by students and staff. Any student wishing to organize a club may do so by:

- a. Finding a staff sponsor.
- b. Reserving a room and a time for the club by consulting with the Business Manager.

### **Non-Curricular Activities**

Non-curricular activities are community activities which are not associated with the school (eg. ski team, Barracuda Swim Club). When school time is required for such activities, the following should be remembered:

1. The parent must request his/her child be released for this activity.
2. The student is responsible for all school work missed (use a Planned Absence Form)
3. The administration may not approve absences for non-curricular activities if school performance suffers as a result.



## **Field Trips**

Field trips are special sponsored activities which take place outside the school, and which may or may not occur during the school day.

1. Students obtain field trip forms from their classroom teacher indicating knowledge of the field trip. The signed field trip form must be returned to the sponsor on the date specified.
2. Students are responsible for missed class work.
3. Parents must approve the student's participation in a field trip. Request letters will be taken home by students for parental signature.
4. Student conduct is governed by school policies and sponsors' regulations at all times.

## **Gym Access**

The gym may be open for students at lunch time. It may also be open in the morning or after school depending on the athletic practice schedule. Access to the gym is not allowed without teacher permission *and* supervision.

## **Gym Rules**

1. *No* food or drink, whatsoever, is allowed in the gym or change rooms.
2. When participating in any gym activity, students must wear running shoes. Gym clothing is required for PE classes, intramurals, and extra-curricular activities.
3. All equipment rooms and offices are out of bounds unless a student has specific permission from an instructor to enter.
4. Do not leave valuables unattended in the changing rooms. The school is not responsible for items that go missing from the changing rooms.

## RULES ALL STUDENTS MUST KNOW

**FIGHTING** will not be tolerated at DP Todd. Students who fight:

- will be suspended for five days
- will be referred or reported to the Student Conduct Review Committee
- may be removed from DP Todd

**DRUG AND ALCOHOL** use will not be tolerated at DP Todd. Students who are under the influence of, or in possession of DRUGS (and/or Drug Paraphernalia) and/or ALCOHOL:

- will be suspended for five days
- will be referred or reported to the Student Conduct Review Committee
- may be removed from DP Todd

### **Drug and Alcohol Use – Impact on Extra Curricular Activities**

The Athletic Agreement adopted by all high schools includes the following consequences (in addition to the consequences outlined above) for drug or alcohol use by a team member and/or student:

- Removal from team, if participating
- Suspension from extracurricular activities for one year, including:
  - ✓ School events, such as dances
  - ✓ Athletic teams
  - ✓ Athletic awards
  - ✓ Extracurricular trips/excursions

**WEAPONS** of any sort are not allowed at DP Todd. Students in possession of weapons:

- will be suspended for five days
- will be referred or reported to the Student Conduct Review Committee
- may be removed from DP Todd

**THREAT MAKING BEHAVIOUR** of a serious nature will not be tolerated at DP Todd. Students who make threats:

- will be suspended for five days
- will be referred or reported to the Student Conduct Review Committee
- may be removed from DP Todd

**FIRE RELATED BEHAVIOUR** will not be tolerated at DP Todd. Students involved:

- will be suspended for five days
- will be referred or reported to the Student Conduct Review Committee
- may be removed from DP Todd

## D.P. TODD SECONDARY CODE OF STUDENT CONDUCT

Our goal is to provide a safe and secure environment that enables and emphasizes learning. The following statements are intended to outline expectations, practices and procedures related to student conduct that are consistent, fair and recognize the principle of progressive discipline.

Violation of the D.P. Todd Code of Student Conduct will result in disciplinary action that may include:

- school service, such as picking up litter
- the assignment of a paper to think and write about behaviour and develop a plan for improvement
- detention(s)
- loss of privileges related to a behaviour
- free time suspension (break, noon in office)
- placement on a behaviour/attendance contract
- requirement to attend Friday School
- an in-school suspension
- suspension
- another educational placement outside D.P. Todd
- referral to the District Student Conduct Review Committee (who may assign additional consequences)

### 1. ATTENDANCE AND TARDINESS

#### 1.1 Expectations

Students are expected to attend all classes, to arrive prepared and on time. Students are required to have a parent/guardian phone the school office the day of their absence or submit a parent's note of explanation to their teachers and the office upon their return. In cases where an absence is known ahead of time, students are to complete a "Planned Absence Form" which informs the teachers and the office of the absence and to identify work that will be completed during the absences.

#### 1.2 Consequences

1.2.1 Students who have developed a pattern of lateness will be assigned detention(s), Thursday School, or further disciplinary actions and their parents will be informed.

1.2.2 The following consequences will apply to students who are truant from class:

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Offence: | Thursday School   |
| 2 <sup>nd</sup> Offence: | Two (2) Thursday Schools  |
| 3 <sup>rd</sup> Offence: | Two (2) day suspension  |
| 4 <sup>th</sup> Offence: | Withdrawal from the half day in which the student failed to attend. |
| 5 <sup>th</sup> Offence: | Withdrawal from D.P. Todd Secondary School.                         |

*Note: non-attendance in an assigned Thursday School (without being approved by school administration) will result in a suspension from school for one or more days.*

### 2. CONSIDERATION AND RESPECT FOR OTHERS

#### 2.1 Expectations

Students are expected to conduct themselves in a manner that respects the rights of others to attend school free of intimidation, harassment, violence, discrimination and offensive displays. Students are expected to resolve conflict in a non-violent manner and encouraged to seek assistance from a staff member to resolve the conflict.

Students are expected to use appropriate language, free from obscenity and are not permitted to wear inappropriate or offensive clothing.

#### 2.2 Consequences

The severity of the incident will determine the nature of the consequence: situations involving fighting, violence and intimidation will result in a suspension for the student(s) involved and a report to the District Student Conduct Review Committee, or possible referral to the District Student Conduct Review Committee. For example, fighting will result in a five day suspension from school and a report or referral to the Student Conduct Review Committee.

### **3. ACADEMIC DISHONESTY (CHEATING, PLAGIARISM)**

#### **3.1 Expectations**

Students are expected to complete assignments and examinations according to the conditions outlined by the teacher.

#### **3.2 Consequences**

Students found cheating or plagiarizing in the completion of assignments/examinations:

- 3.2.1 On the first offence may receive a zero for the assignment/examination or complete an alternative assessment (which may be recorded for marks). The parents will be notified by the classroom teacher by phone and the incident will be recorded by the administration. The other teachers of this student will be notified that an academic dishonesty incident has occurred. The student may receive a lower work habit mark in this class.
- 3.2.2 On the second offence may receive a zero for the assignment/examination or complete an alternative assessment (which may be recorded for marks). The parents will be notified by the classroom teacher by phone and the incident will be recorded by the administration. All of the consequences for a first offence may apply as well as the student being ineligible for school based academic recognition and may receive a suspension.
- 3.2.3 On the third offence will receive a zero for the assignment/examination. The parents will be notified by the classroom teacher by phone and the incident will be recorded by the administration. The administration will meet with the student and parents to review the incident. The student will receive a suspension from school and/or further disciplinary measures. The student may also not be eligible to receive any letters of reference or recommendation, school based awards or scholarships.

### **4. WEAPONS**

#### **4.1 Expectations**

- 4.1.1 No student shall be in possession of a weapon while under the school's jurisdiction.

#### **4.2 Consequences**

- 4.2.1 Students in possession of life-threatening weapons or issuing threats involving life-threatening weapons shall be:
  - 4.2.1.1 Immediately reported to the RCMP.
  - 4.2.1.2 Reported to the Assistant Superintendent.
  - 4.2.1.3 Suspended and referred to the Student Conduct Review Committee as outlined in Section 3.8.
    - a) Prince George schools send a copy of the suspension letter to the Prince George RCMP, Attention: Officer in Charge.
    - b) McBride/Valemount/Mackenzie area schools send a copy of the suspension letter to the local RCMP detachment, Attention: Detachment Commander.
- 4.2.2 Students in possession of objects that could be used as weapons while under the school's jurisdiction shall be reported to the parent/guardian(s), and, depending on the student's intent, be reported or referred to the Student Conduct Review Committee. The Student Conduct Review Committee shall send a summary to the parent/guardian(s), the school administrator and the Superintendent of Schools or his designate.

### **5. ALCOHOL AND DRUGS**

#### **5.1 Expectations**

D.P. Todd has a Zero Tolerance Policy for use or possession of drugs or alcohol. While under the school's jurisdiction, no student shall or shall attempt to possess, use or transmit, or shall be under the influence of, any of the following prohibited substances:

- a) Any controlled substance or dangerous drug.
- b) Alcohol or any alcoholic or intoxicating beverage.
- c) Any abusable glue, aerosol, paint, or any other volatile chemical substance for inhalation.
- d) Any other intoxicant or mood-changing, mind-altering, or behaviour-altering drug.
- e) Use of drugs.

- 5.1.1 The possession, transmittal, sale, or attempted transmittal or sale of what is represented to be any of the above-listed substances, or any type of drug paraphernalia, is also prohibited under this policy.
- 5.1.2 This policy authorizes school personnel to act where they have reasons to believe a student is in violation of sections 5.1 or 5.1.1 (above), including the authority to inspect student lockers.

## **5.2 Consequences**

Students attending school or an event under the school's jurisdiction will receive the following consequences:

- 5.2.1
  - a) Parent/Guardian will be informed.
  - b) A suspension between five and ten days.
  - c) Attendance at a program of counselling provided by a drug and alcohol agency (or a similar program at school)
  - d) Prohibition from participating in any extra-curricular event starting from the date the incident occurred and ending on the incident date one calendar year later.
  - e) The incident may be reported to the R.C.M.P.
  - f) The incident will be reported or referred to the District Student Conduct Review Committee.
- 5.2.2 Students in contravention of this regulation will be reported to the parent/guardian(s) and the Student Conduct Review Committee, and may be referred to the Student Conduct Review Committee and may be reported or referred to the RCMP. A summary of the committee's decision shall be sent to the parent/guardian(s), the school administrator and the Superintendent of Schools or his designate.

## **6. EXPLOSIVES, FIREWORKS AND LIGHTING DEVICES**

### **6.1 Expectations**

Students will not use any igniting device (lighters, matches) while in the school. Possession or use of fireworks and explosives while under the school's jurisdiction or on school property is prohibited.

### **6.2 Consequences**

- 6.2.1
  - a) Parents will be informed.
  - b) Items will be confiscated.
  - c) Depending on the severity of the incident, students will be assigned to Thursday School or receive a suspension of up to five days.
  - d) Students may be reported to the Fire Marshall and/or the R.C.M.P. and may face criminal charges.
  - e) Students using or in possession of dangerous articles/materials will be referred to the Student Conduct Review Committee.

## **7. TOXIC OR NOXIOUS SUBSTANCES**

### **7.1 Expectations**

Students are not permitted the possession or use of toxic or noxious substances (eg. stink bombs) while in school, on school property or under school jurisdiction.

### **7.2 Consequences**

Students in possession of and/or using such substances will receive the following consequences:

- a) Parents will be informed.
- b) Will receive a two day suspension.
- c) May be reported to the Fire Department or R.C.M.P.
- d) May be referred to the District Student Conduct Review Committee.

## **8. VANDALISM/THEFT**

### **8.1 Expectations**

Students will respect the property of others and the school. Students are encouraged to leave valuables at home.

### **8.2 Consequences**

Students found damaging or stealing the property of others or the school will, depending on the severity of the infraction, receive the following consequences:

- a) Parents will be informed.
- b) Be required to replace, repair or return the item.
- c) May receive a suspension for the infraction.
- d) May be reported to the R.C.M.P.

## **9. DISRUPTIVE OR DISOBEDIENT BEHAVIOUR**

### **9.1 Expectations**

Students will conduct themselves in a fashion that does not disrupt or interfere with the conduct of classes or other school activities.

Students are expected to comply with lawful directives issued by staff members.

### **9.2 Consequences**

Depending on the severity or repetitive nature of the incident, students contravening this expectation will be referred to the administration for disciplinary action which may include notification of parents and any of the disciplinary actions listed at the beginning of this section.

## **10. DANGEROUS BEHAVIOUR**

### **10.1 Expectations**

Students will behave in a manner that does not jeopardize the safety of themselves or others.

### **10.2 Consequences**

Depending on the severity or repetitive nature of the incident students will receive the following consequences:

- a) Parents will be informed.
- b) Suspension of up to five days.
- c) May be reported to the appropriate authorities such as R.C.M.P., Fire Marshall and/or District Student Conduct Review Committee.
- d) Receive other consequences dependent on the specific behaviour.

## **11. PROFANITY**

### **11.1 Expectations**

Students will communicate with and treat others in a positive, courteous, honest and respectful manner.

### **11.2 Consequences**

Students found to be using profane or abusive expressions will be subject to a progressive set of consequences which will include the following:

- a) Referral to the office with incident recorded in student's behaviour file.
- b) Assignment of a think paper to be signed by parent.
- c) Assignment to Thursday School.
- d) Suspension from school for one or more days.

## **12. BULLYING/HARASSMENT**

### **12.1 Expectations**

To create a comfortable, safe learning environment, no student will engage in activities that lead to assault, threats, bullying, extortion, harassment, sexual harassment, or intimidation of any person while on school property or under the school's jurisdiction.

### **12.2 Consequences**

Any student known to have engaged in, organized and/or encouraged any abusive behaviour will be subject to a progressive set of consequences which will include the following:

- a) Assignment of a think paper and/or parental contact.

- b) A warning letter.
- c) Assignment to Thursday School.
- d) Development of a personal action plan to eliminate abusive behaviour.
- e) Suspension from school for 3-5 days.
- f) Referral to District Student Conduct Review Committee.

Students who are unable to reform their behaviour will be withdrawn from D.P. Todd.

### 13. SMOKING or VAPING

#### 13.1 Expectations

Students in Grades 8-12 will not be permitted to smoke or use electronic cigarettes in the D.P. Todd “smoke-free” zone or at any time while on school field trips, competitive events, extracurricular activities or any other school-related activity

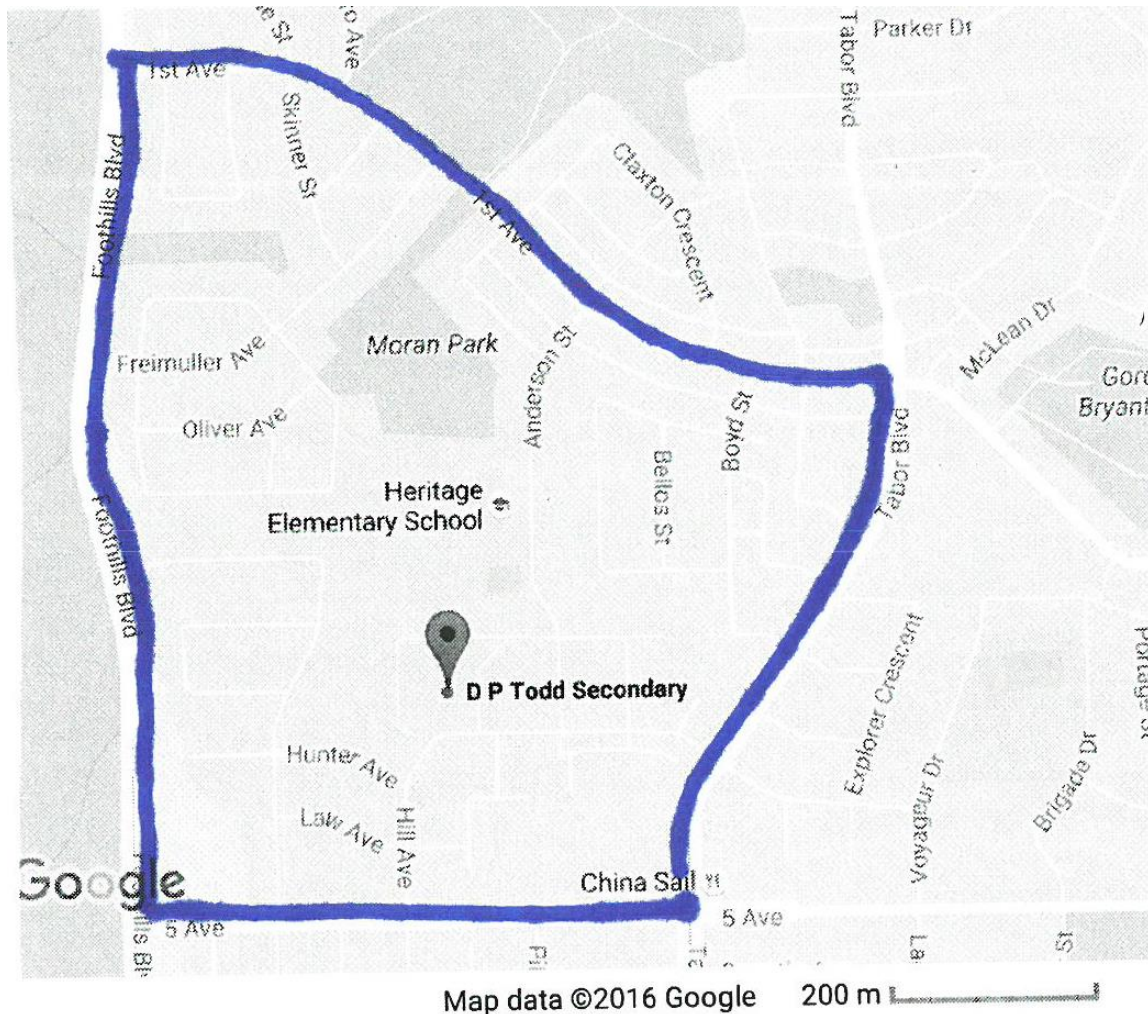
#### 13.2 Consequences

Students found to be smoking in the “smoke-free” zone or at any school function or activity will receive the consequences outlined in School District Policy 5131.62:

- a) Suspension from school from 1-5 days.
- b) Development of a personal action plan to eliminate smoking while at school.
- c) Referral to District Student Conduct Review Committee.

NOTE: See your counsellor for information about or access to smoking cessation programs.

#### DP Todd’s Smoke-Free Zone:



## **14. STUDENT DRESS CODE**

### **14.1 Expectations**

Students will dress in a manner that does not detract from the learning environment.

### **14.2 Regulations**

1. Students will not wear articles of clothing that promote alcohol, drugs, inappropriate language, violence, promiscuity or other subjects considered inappropriate in the context of a school. Specifically prohibited is clothing that reveals underwear, cleavage, backs, midriffs or buttocks.
2. Staff will use the standards from Regulation 1 to determine what appropriate dress within the school setting is.
3. If an item of clothing is deemed inappropriate, the student will be advised and requested to make modifications. Refusal to comply will result in referral to the School Administration.
4. A second infraction will be referred to the school administration for remedial action.
5. A third infraction will result in a conference of student, parent, counsellor and administrator to develop a plan for compliance with this policy.
6. A fourth infraction may result in a suspension from school for insubordination and referral to the District Student Conduct Review Committee.
7. These regulations will apply to all school functions. A level of flexibility in clothing worn to school dances will be permitted but must be within acceptable levels of decorum for a school setting.

## **15. ELECTRONIC DEVICES**

### **15.1 Expectations**

Electronic devices apply to electronic communication devices including but not limited to cell phones, smart phones, pagers and text messaging devices. The use of other electronic devices used mainly for listening such as MP3 players, iPods, and other personal listening devices is strictly by permission of the classroom teacher. Schools have a responsibility to provide for students and staff a learning environment in classrooms, libraries etc. that is as free of disruptions as possible. Schools also have a responsibility to protect the student's and staff's right to privacy while at school and engaged in school activities. Finally schools have the responsibility to assess students' abilities in a fair and honest manner free from plagiarism and other forms of cheating.

### **15.2 Regulations**

1. During all class time all electronic communications and recording devices are to be turned off, not set on vibrate but off. Also to prevent distraction these devices are to be out of sight. Such devices may be used outside of instructional time. Attending a class late due to a phone call shall not be considered a valid excuse.
  - 15.2.1 This regulation applies to all electronic communication devices including, but not limited to, cell phones, camera phones, pagers and text messaging devices, as well as, where applicable, digital photographic equipment.
  - 15.2.2 During instructional time, use of these devices shall be at the discretion of the classroom teacher/supervisor. Use of these devices out of class time is at the discretion of the school.
  - 15.2.3 No device capable of taking a photograph or recording shall be used in private areas such as washrooms and change rooms. Photographs shall only be taken in public places and with the full knowledge and consent of the subject.
  - 15.2.4 The use of any such devices to record or transmit information or materials relating to student assessment (such as tests, quizzes, report, assignments, exams, etc.) is forbidden.

#### **Consequences:**

- 15.3 Students who violate this regulation will be subject to progressive discipline, which may include the following consequences:
  - 15.3.1 Forfeiture of the device for a period of time to be determined by the school.
  - 15.3.2 Loss of the privilege of bringing such a device to school for a period of time to be determined by the school.



- 15.3.3 In the case of a violation of Regulation 7.9.4, consequences may include those specified in the school's academic honesty regulations.
- 15.3.4 Suspension from school.
- 15.3.5 Referral to the RCMP.
- 15.3.6 Report or referral to the Student Conduct Review Committee)

In addition to the consequences outlined above the school Academic Honesty policy shall apply.

## **16. CYBERBULLYING**

Cyberbullying is the use of information and communication technologies (such as email, text messaging, postings to websites, etc.) to support deliberate hostile behaviour that is intended to harm others or which has a negative impact on the wellbeing of others.

### **16.1 Expectations**

While the school understands the importance of free expression, it will not tolerate the publication, electronic or otherwise, of material that:

- Is abusive, demeaning, hateful or insulting.
- Is threatening, bullying or intimidating.
- Incites harmful behaviour towards others.
- Discriminates or harasses on the basis of race, religion, sex, sexual orientation, disability or for any other reason set out in the *Human Rights Code of British Columbia*.
- Creates, or is likely to create, an environment which negatively impacts or causes significant disruption to, the school.

### **16.2 Consequences**

The school will investigate and take action, as appropriate, in situations where such material is published through networks hosted by the school district or through other networks if, in the opinion of the principal, the behaviour will have an impact on the school environment.

Students who violate this regulation will be subject to progressive discipline, which may include the following consequences:

- a) Contact with parents.
- b) Suspension from school.
- c) Restrictions on the use of school district networks.
- d) Referral to the RCMP.
- e) Report or referral to the Student Conduct Review Committee.